



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

| <u>TITLE</u>          | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|-----------------------|--------------|--------------|-------------|
| LIBRARY SUPERVISOR II | 31           | E            | 4.116       |
| LIBRARY SUPERVISOR I  | 29           | E            | 4.117       |
| LIBRARY ASSISTANT IV  | 27           | E            | 4.122       |
| LIBRARY ASSISTANT III | 25           | E            | 4.118       |
| LIBRARY ASSISTANT II  | 23           | E            | 4.119       |
| LIBRARY ASSISTANT I   | 21           | E            | 4.120       |

### SERIES CONCEPT

Library Assistants/Supervisors are employed in libraries and learning resource centers which house a variety of materials in their collections such as books, periodicals, microforms, government documents, films, sound recordings, tapes, manuscripts, computer software, photographs, and maps. Library Assistants/Supervisors are knowledgeable of the collection and perform and/or supervise technical, paraprofessional and administrative duties within one or more functional areas of the library including circulation; reference; cataloging; acquisitions; interlibrary loan; government documents; collection maintenance.

Incumbents assist patrons to locate, use, duplicate, and borrow library materials by: providing general information and directional assistance; explaining circulation, reserve, and copyright policies; issuing library cards; entering patron data into a circulation control data base; searching the data base for the status of items requested by patrons; retrieving materials; placing holds or recalls on items currently checked out; maintaining a variety of equipment in proper working condition including photocopiers, microform machines, and audiovisual equipment and instructing patrons in the use of the equipment.

Incumbents maintain information regarding the current location and status of library materials in order to protect the library's holdings and facilitate responses to inquiries. This includes checking out materials to patrons and recording the return of the items by using either a manual or computerized circulation system; processing materials being placed on reserve including collecting items and noting reserve status on the circulation system; assessing and collecting fines and issuing collection notices to patrons with overdue materials; posting delinquency notices and payments to patron records; updating circulation data bases by entering basic bibliographic information for materials not previously entered or incorrectly entered on the system and deleting records of materials which are being withdrawn from the collection.

Incumbents respond to patron's requests for information by: interviewing patrons to ascertain the type and scope of information desired; determining the appropriate resources and/or search strategy to use; consulting standard and on-line library catalogs, indexes and abstracts and/or instructing patrons in the use of these resources; performing basic bibliographic literature searches through various data bases; referring requests beyond personal scope of knowledge to a reference librarian.

Incumbents perform descriptive cataloging, ensuring each item is thoroughly identified and described, in order to provide bibliographic access and retrieval to all materials in the library's collection. This is accomplished by searching catalogs and data bases to retrieve bibliographic records of items which have been previously cataloged by the Library of Congress or another

|                       |    |   |       |
|-----------------------|----|---|-------|
| LIBRARY SUPERVISOR II | 31 | E | 4.116 |
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| LIBRARY ASSISTANT I   | 21 | E | 4.120 |

Page 2 of 14

### **SERIES CONCEPT (cont.)**

reliable contributor; comparing the record with the physical item and name and series authority files; evaluating the quality and completeness of the record; making any necessary changes to the record in conformance with national cataloging rules and standards; inputting record revisions and additions into the on-line catalog using proper codes and formats; preparing the material for marking and shelving.

Incumbents assist in the acquisition of items for the library's collection by ordering and receiving library materials. This includes performing bibliographic searching through catalogs, acquisition data bases, open and standing order reports, and serial files to ensure orders are not duplicates; obtaining information required for the order request such as the author, title, publisher, price, and copyright date by consulting trade and national bibliographies, data bases, and publishers' catalogs; generating purchase orders from a computerized ordering system; verifying shipments received with orders; checking in serials and recording their receipt in the appropriate data base and shelflist; reviewing overdue orders and generating claim letters; returning items for credit; verifying invoices with orders; submitting invoices to a supervisor for payment approval.

Incumbents increase the type and variety of library materials available to patrons through temporary exchanges of materials between libraries. This includes accepting requests for materials from patrons; verifying citations; searching listings, catalogs and data bases to locate which in-state or out-of-state libraries have the item; requesting materials from the most suitable source by sending electronic mail messages or written correspondence; retrieving and sending materials to fulfill requests to borrow materials received from other libraries; monitoring records to ensure loaned and borrowed items are returned when due.

Incumbents maintain the library's collection in proper order and condition by: labeling and shelving materials; typing catalog, shelflist and authority control cards; maintaining accession records and arranging collections of documents in accordance with standard archival practices; regularly examining materials for wear and damage; performing basic repair and preservation procedures; periodically checking materials for proper placement on the shelves; preparing items for binding and inspecting bound volumes upon return; inventorying the collection.

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### **CLASS CONCEPTS**

#### **LIBRARY SUPERVISOR II**

Positions allocated to this class work under the limited supervision of a division head. Incumbents perform and/or supervise all or part of the duties outlined in the series concept and are responsible for performing administrative duties which includes providing line supervision to library assistants and/or Library Supervisor I's; determining work procedures; scheduling staff; justifying budget increases. Positions at this level are distinguished from lower level Library Supervisors by their administrative duties and responsibilities for a major complex section such as acquisitions or circulation, of a large academic library.

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|------------------------------|-----------|----------|--------------|
| <b>LIBRARY SUPERVISOR II</b> | <b>31</b> | <b>E</b> | <b>4.116</b> |
| <b>LIBRARY SUPERVISOR I</b>  | <b>29</b> | <b>E</b> | <b>4.117</b> |
| <b>LIBRARY ASSISTANT IV</b>  | <b>27</b> | <b>E</b> | <b>4.122</b> |
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| <b>LIBRARY ASSISTANT I</b>   | <b>21</b> | <b>E</b> | <b>4.120</b> |

Page 3 of 14

### **CLASS CONCEPTS (cont.)**

Incumbents coordinate and supervise an independent and complex library section with authority to set section priorities, establish section procedures and solve section problems. Incumbents interact with other section heads in meetings and matters involving planning or policy on an interdepartmental or library-wide level.

Incumbents in the acquisitions section are responsible for operational management of a computerized acquisitions system, maintaining fiscal control over library funds including establishing all necessary accounts, coordination of requested acquisitions with various library departments, and preparing financial and valuation reports as needed by the library and/or university administration.

Incumbents in the circulation area are responsible for coordination and management of a large circulation section which may include multiple areas such as interlibrary loan, reserves, and stack management, which function as part of the section. Incumbents supervise a large classified and student staff and oversee a high volume of circulation activity and an automated circulation system.

### **LIBRARY SUPERVISOR I**

Positions allocated to this class work under the general direction of a librarian, section head, or division head. Incumbents perform all or part of the duties outlined in the series concept and in addition either: 1) supervise a principal functional unit such as serials, media, or interlibrary loan within a large academic library; or 2) act as the assistant to a librarian, section head or division head in the daily operation of an academic branch library or community college learning resource center.

Incumbents assigned to a principal functional unit perform technical or paraprofessional duties in their specialized public or technical service area and provide line supervision to library assistants and student workers. An example of technical or paraprofessional duties performed by positions at this level is: performing difficult bibliographic searching by working from an incomplete citation to obtain the correct bibliographic information for an old and rare book, newspaper article, or material written in a non-European language.

The functional units supervised have library-wide impact and are typically large volume areas. Incumbents are responsible for recommending and implementing unit procedures and policies.

Incumbents assigned to an academic branch library or community college learning resource center work closely with professional staff in the daily operation of the facility, recommend and implement procedures and policies, and provide line supervision to library assistants and student workers. Incumbents are responsible for numerous and diverse functions such as circulation, reference, cataloging, interlibrary loan, and acquisitions within the facility to which they are assigned; and may be required, on a regular basis, to manage library operations in support of part-time professional staff.

Positions at this level are distinguished from lower level Library Assistants by their supervisory and managerial responsibilities and diversified paraprofessional duties.

|                              |           |          |              |
|------------------------------|-----------|----------|--------------|
| <b>LIBRARY SUPERVISOR II</b> | <b>31</b> | <b>E</b> | <b>4.116</b> |
| <b>LIBRARY SUPERVISOR I</b>  | <b>29</b> | <b>E</b> | <b>4.117</b> |
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| <b>LIBRARY ASSISTANT I</b>   | <b>21</b> | <b>E</b> | <b>4.120</b> |

Page 4 of 14

## **CLASS CONCEPTS (cont.)**

### **LIBRARY ASSISTANT IV**

Positions allocated to this class work under the general supervision of a library supervisor, librarian, or section head. Incumbents perform all or part of the duties described in the series concept at the journey level; however, the preponderance of duties they perform consist of difficult bibliographic searching, reference, descriptive cataloging or serial control work which requires paraprofessional knowledge in these specialized areas. Incumbents are assigned to any of a variety of library sections or branches and may provide lead work or line supervision to lower level library assistants and student workers.

Positions at this level perform duties which require the incumbent to apply more discretion and judgment than Library Assistant III's in determining and implementing search strategies, evaluating quality and/or applicability of information, and applying rules and guidelines correctly. Inquiries and assignments handled by incumbents in this class are more complex and diverse than those assigned to incumbents in the lower levels of the series and require that incumbent possess a wide scope or an in-depth technical knowledge of library resources, standards, policies, and automated systems.

An example difficult bibliographic searching includes working from an incorrect citation to obtain the correct bibliographic information by using sophisticated indexes, abstracts and verification tools.

An example of difficult descriptive cataloging work is: developing cataloging copy containing a series statement and appropriate cross references from copy which did not originate from a national library and which does not follow the Anglo-American Cataloging Rules, 2nd edition.

An example of difficult reference work is: responding to complicated reference questions which requires the incumbent to quickly analyze and determine the best sources of information and access the information by conducting bibliographic searches through a variety of data bases, on CDROM discs or on-line, including ones which are specialized and infrequently used.

An example of difficult serial control work is creating and maintaining the primary bibliographic and check-in records on the automated serial control system for all serials in the serial and reference departments by: researching various serial directories to obtain the correct information; entering the information such as the title, number of issues per volume, date of issue, and vendor into the data base; updating records in the data base as changes occur in the journal title, publisher or frequency and are verified; reviewing the records on the serial control system to claim missing/late issues.

### **LIBRARY ASSISTANT III**

Positions allocated to this class work under the general supervision of a higher level library assistant, library supervisor, librarian or section head and perform all or part of the duties described in the series concept including standard bibliographic searching, reference, and cataloging duties. Incumbents may provide lead worker supervision to lower level library assistants and student workers. This is the journey level of the series.

|                              |           |          |              |
|------------------------------|-----------|----------|--------------|
| <b>LIBRARY SUPERVISOR II</b> | <b>31</b> | <b>E</b> | <b>4.116</b> |
| <b>LIBRARY SUPERVISOR I</b>  | <b>29</b> | <b>E</b> | <b>4.117</b> |
| <b>LIBRARY ASSISTANT IV</b>  | <b>27</b> | <b>E</b> | <b>4.122</b> |
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| <b>LIBRARY ASSISTANT I</b>   | <b>21</b> | <b>E</b> | <b>4.120</b> |

Page 5 of 14

### **CLASS CONCEPTS (cont.)**

Positions at this level perform duties which require the incumbent to verify accuracy and completeness of information and make required corrections and additions; obtain information from sources outside the library; explain and interpret rules, procedures and practices to patrons. Library Assistant III's apply judgment on a regular basis when distinguishing between variables, identifying applicable provisions, applying the most appropriate standards and making minor adaptations to individual circumstances.

Examples of duties performed by incumbents in this class include: performing descriptive cataloging for items which are part of a multiple volume set and for which copy originating from a national library exists; processing interlibrary loan requests by verifying the accuracy and completeness of the bibliographic information and accessing statewide and national data bases to locate and request items from the lender determined to be the most suitable; using common reference tools and performing basic computer searches to locate information for patrons; checking shipments of government documents for completeness, claiming missing items and transferring the Superintendent of Document number from the shipping list to the documents; entering invoice information into the acquisitions data base, confirming the amounts on invoices are correct, attaching credit memos and adjusting the invoice amounts accordingly, forwarding invoices to a supervisor for payment approval; preserving and repairing library materials which includes tightening and replacing hinges, rebinding pamphlets, tipping in pages, and replacing spine covers.

#### **LIBRARY ASSISTANT II**

Under close supervision incumbents assigned to this class perform the routine and less complex duties described in the series concept. Incumbents follow clearly prescribed procedures which require limited judgment and often perform auxiliary duties of a clerical nature such as: account maintenance; compilation of statistical information; data entry; processing and delivery of mail; typing; file maintenance.

Positions allocated to this class function below the journey level and progression to the next level of the series is not automatic. Incumbents typically receive more supervision than Library Assistant III's and are employed in work situations which require limited analysis and interpretation of unit procedures and methods. Incumbents may provide training and work direction to Library Assistant I's and student workers.

An example of duties performed by incumbents in this class include providing patron assistance by: issuing library cards; checking library materials in and out; informing patrons of services available and the location of materials; instructing them in the use of public catalogs; relating unit policies and procedures. Another example is checking in serials by: verifying the correct journal title; recording the volume number, issue number and date in the shelf list and serials control data base; routing selected journals to designated personnel; delivering processed issues to student workers for shelving. Incumbents may also provide patron assistance by directing patrons to the location of materials.

|                       |    |   |       |
|-----------------------|----|---|-------|
| LIBRARY SUPERVISOR II | 31 | E | 4.116 |
| LIBRARY SUPERVISOR I  | 29 | E | 4.117 |
| LIBRARY ASSISTANT IV  | 27 | E | 4.122 |
| LIBRARY ASSISTANT III | 25 | E | 4.118 |
| LIBRARY ASSISTANT II  | 23 | E | 4.119 |
| LIBRARY ASSISTANT I   | 21 | E | 4.120 |

Page 6 of 14

## CLASS CONCEPTS (cont.)

### LIBRARY ASSISTANT I

Under immediate supervision, incumbents assigned to positions allocated to this class receive training in the duties outlined in the series concept in preparation for progression to the Library Assistant II level.

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## MINIMUM QUALIFICATIONS

### LIBRARY SUPERVISOR II

#### EDUCATION AND EXPERIENCE:

##### I

Graduation from high school or the equivalent education and four years of applicable library work experience comparable to the Library Assistant III level; OR

##### II

Graduation from an accredited four year college or university and three years of applicable library work experience comparable to the Library Assistant III level; OR

##### III

An equivalent combination of education and experience that provides the applicant with the required entry level knowledge, skills, and abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Thorough knowledge of the procedures and activities of the section enabling performance of a full range of coordinating and/or highly specialized functional subject area activities.

Ability to interact with various levels of management on a library-wide basis to resolve problems and/or make policy and expenditure recommendations.

Additional knowledge, skills and abilities acquired may vary according to functional section assignment. Those which are characteristic of this level are:

Working knowledge of the configuration, processes, hardware, and software of the circulation automated system including familiarity with documentation data. Working knowledge of all aspects of the acquisitions data base including familiarity with the documentation data. Working knowledge of the controller's and purchasing departments' policies and procedures concerning ordering library materials and payment of invoices.

Ability to analyze and interpret financial and statistical data from a variety of sources and compile the data into comprehensive reports.

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|-----------------------|----|---|-------|
| LIBRARY SUPERVISOR II | 31 | E | 4.116 |
| LIBRARY SUPERVISOR I  | 29 | E | 4.117 |
| LIBRARY ASSISTANT IV  | 27 | E | 4.122 |
| LIBRARY ASSISTANT III | 25 | E | 4.118 |
| LIBRARY ASSISTANT II  | 23 | E | 4.119 |
| LIBRARY ASSISTANT I   | 21 | E | 4.120 |

Page 7 of 14

### MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Thorough knowledge of the library's policies and procedures and the relationship of the library with other divisions, institutions, and state agencies.

Ability to establish long and short term goals and objectives for the section and set projected dates of attainment. Ability to analyze and evaluate section policies and procedures in order to implement changes or develop new policies and procedures as required. Ability to gather, compile, and analyze information required to project and justify budget and personnel requirements.

Applicants for a position in acquisitions must also possess a general knowledge of accounting principles and a fund accounting system in order to properly monitor or analyze library accounts, either manually or on-line, and to follow proper procedures for payment of invoices.

In addition, all knowledge, skills and abilities required at the lower levels of the series.

#### SPECIAL NOTE:

In order to meet the needs of each agency, the position may require specialized backgrounds or skills in order for the incumbent to perform all of the tasks required of the position. Any specialized background required will be identified prior to the recruitment process within the parameters of the position specification.

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#### LIBRARY SUPERVISOR I

##### EDUCATION AND EXPERIENCE:

I

Graduation from high school or the equivalent education and four years of applicable library work experience comparable to the Library Assistant III level; OR

II

Graduation from an accredited four year college or university and three years of applicable library work experience comparable to the Library Assistant III level; OR

III

An equivalent combination of education and experience that provides the applicant with the required entry level knowledge, skills, and abilities.

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|-----------------------|----|---|-------|
| LIBRARY SUPERVISOR II | 31 | E | 4.116 |
| LIBRARY SUPERVISOR I  | 29 | E | 4.117 |
| LIBRARY ASSISTANT IV  | 27 | E | 4.122 |
| LIBRARY ASSISTANT III | 25 | E | 4.118 |
| LIBRARY ASSISTANT II  | 23 | E | 4.119 |
| LIBRARY ASSISTANT I   | 21 | E | 4.120 |

Page 8 of 14

### **MINIMUM QUALIFICATIONS (cont.)**

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** (These may be acquired on the job and/or are needed to perform the work assigned.)

Ability to analyze and evaluate established unit policies and procedures in order to recommend and implement change.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of the principles and practices of management and supervision. Working knowledge of the library's policies and procedures and the relationship of the library with other divisions, institutions, and state agencies. Working knowledge of State Personnel policies and regulations.

Ability to write in a logical, concise manner sufficient to develop a policy and procedure manual for the unit. Ability to represent the unit/ section in division meetings and communicate successfully, orally and in writing, requirements and recommendations for the unit/section. Ability to plan, organize and supervise complex projects. Ability to explain policies and procedures clearly and ability to persuade dissatisfied patrons to accept established restrictions. Ability to make correct and appropriate independent decisions without review from a higher authority. Ability to train, motivate, and supervise staff including assigning and reviewing work, establishing work schedules and priorities, administering discipline and completing performance appraisals.

In addition, all knowledge, skills and abilities required at the lower levels of the series.

#### **SPECIAL NOTE:**

In order to meet the needs of each agency, the position may require specialized background or skills in order for the incumbent to perform all of the tasks required of the position. Any specialized background required will be identified prior to the recruitment process within the parameters of the position specification.

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#### **LIBRARY ASSISTANT IV**

##### **EDUCATION AND EXPERIENCE:**

I

Graduation from high school or the equivalent education and three years of applicable library work experience comparable to the Library Assistant III level; OR

II

Graduation from an accredited four year college or university and two years of applicable library work experience comparable to the Library Assistant III level; OR



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|-----------------------|----|---|-------|
| LIBRARY SUPERVISOR II | 31 | E | 4.116 |
| LIBRARY SUPERVISOR I  | 29 | E | 4.117 |
| LIBRARY ASSISTANT IV  | 27 | E | 4.122 |
| LIBRARY ASSISTANT III | 25 | E | 4.118 |
| LIBRARY ASSISTANT II  | 23 | E | 4.119 |
| LIBRARY ASSISTANT I   | 21 | E | 4.120 |

Page 9 of 14

### MINIMUM QUALIFICATIONS (cont.)

#### EDUCATION AND EXPERIENCE: (cont.)

##### III

An equivalent combination of education and experience that provides the applicant with the required entry level knowledge, skills, and abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Working knowledge of searching, data entry, and retrieval methods used with specialized data bases. Working knowledge of the policies and procedures of the unit to which assigned.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of the procedural operations of all major areas of the library.

Ability to work independently with minimal supervision. Ability to train and motivate staff. Ability to establish work schedules and priorities.

Additional knowledge, skills, and abilities required may vary according to functional unit assignments. Those which are characteristic of this level are: Ability to perform the full range of descriptive cataloging according to national standards and local practice. Ability to recognize pre-AACR2 cataloging rules and formats so that editing of older records can be done in a style consistent with the style used in their creation. Ability to recognize and evaluate which indexes, publications, or data bases, including those which are used infrequently, contain the information required in order to respond to complex reference questions or to locate unusual materials. Ability to use and interpret a wide variety of bibliographic tools.

In addition, all knowledge, skills and abilities required at the lower levels of the series.

#### SPECIAL NOTE:

In order to meet the needs of each agency, the position may require specialized backgrounds or skills in order for the incumbent to perform all of the tasks required of the position. Any specialized background required will be identified prior to the recruitment process within the parameters of the position specification.

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|------------------------------|-----------|----------|--------------|
| <b>LIBRARY SUPERVISOR II</b> | <b>31</b> | <b>E</b> | <b>4.116</b> |
| <b>LIBRARY SUPERVISOR I</b>  | <b>29</b> | <b>E</b> | <b>4.117</b> |
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| <b>LIBRARY ASSISTANT I</b>   | <b>21</b> | <b>E</b> | <b>4.120</b> |

Page 10 of 14

### **MINIMUM QUALIFICATIONS (cont.)**

#### **LIBRARY ASSISTANT III**

##### **EDUCATION AND EXPERIENCE**

###### **I**

Graduation from high school or the equivalent education and two years of applicable library work experience; OR

###### **II**

Graduation from an accredited four year college or university and one year of applicable library work experience; OR

###### **III**

An equivalent combination of education and experience that provides the applicant with the required entry level knowledge, skills, and abilities.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** (These may be acquired on the job and/or are needed to perform the work assigned.)

Working knowledge of searching and/or data entry and retrieval methods used with common data bases such as RLIN, OCLC, GRC, Innovacq and Innopac. Working knowledge of the library resources and the scope of one or more library units. General knowledge of the principles and practices of supervision.

Ability to make oral presentations in order to effectively give library tours or present training classes.

Additional knowledge, skills and abilities acquired may vary according to the functional unit assignments. Those which are characteristic of this level of the series include: Working knowledge of the Library of Congress or National Library of Medicine subject heading system and the name authority file. Working knowledge of national cataloging rules and agency cataloging practices. Working knowledge of the Superintendent of Documents classification system.

General knowledge of government agencies and their associated departments. General knowledge of specialized terminology such as geological or medical terms sufficient to understand questions asked by patrons and to direct them to an appropriate source.

Ability to conduct bibliographic searches through specialized data bases such as Bibliomed Medline and Cassis. Ability to determine a relevant search strategy to retrieve appropriate reference materials quickly.

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|-----------------------|----|---|-------|
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| LIBRARY ASSISTANT IV  | 27 | E | 4.122 |
| LIBRARY ASSISTANT III | 25 | E | 4.118 |
| LIBRARY ASSISTANT II  | 23 | E | 4.119 |
| LIBRARY ASSISTANT I   | 21 | E | 4.120 |

Page 11 of 14

### MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of relevant manual and/or on-line library systems such as: acquisitions, circulation, data creation and maintenance, serials control, or public access catalog. General knowledge of the Library of Congress or National Library of Medicine, and/or Dewey Decimal Classification to use in all phases of library work.

Ability to modify or adapt forms, procedures, or methods to accommodate new or unusual circumstances. Ability to train and supervise staff including assigning and reviewing work, establishing priorities, and developing work schedules.

Additional knowledge, skills, and abilities required may vary according to the functional unit assignments. Those which are characteristic of this level of the series include:

General knowledge of USMARC format including designation, purpose and use of each field and the nature of valid versus invalid data for each field. General knowledge of basic bookkeeping principles.

Ability to apply cataloging rules sufficient to perform descriptive cataloging from copy which originates from the Library of Congress or National Library of Medicine and which follows national cataloging rules. Ability to apply cataloging rules for items which require standard authority work. Ability to arrange large numbers of unorganized documents in accordance with standard archival principles and practices. Ability to use a variety of tools unique to book preservation including knives, microspatula, book presses, heavy-duty spine stapler and needle-nose pliers.

In addition, all knowledge, skills and abilities required at the lower levels of the series.

#### SPECIAL NOTE:

In order to meet the needs of each agency, the position may require specialized backgrounds or skills in order for the incumbent to perform all of the tasks required of the position. Any specialized background required will be identified prior to the recruitment process within the parameters of the position specification.

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#### LIBRARY ASSISTANT II

#### EDUCATION AND EXPERIENCE:

I

Graduation from high school or the equivalent education and one year of work experience which involved public contact or library work experience; OR

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|-----------------------|----|---|-------|
| LIBRARY SUPERVISOR II | 31 | E | 4.116 |
| LIBRARY SUPERVISOR I  | 29 | E | 4.117 |
| LIBRARY ASSISTANT IV  | 27 | E | 4.122 |
| LIBRARY ASSISTANT III | 25 | E | 4.118 |
| LIBRARY ASSISTANT II  | 23 | E | 4.119 |
| LIBRARY ASSISTANT I   | 21 | E | 4.120 |

Page 12 of 14

## **MINIMUM QUALIFICATIONS (cont.)**

### **EDUCATION AND EXPERIENCE: (cont.)**

#### **II**

Graduation from an accredited four year college or university; OR

#### **III**

An equivalent combination of education and experience that provides the applicant with the required entry level knowledge, skills, and abilities.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)**

Working knowledge of the policies, procedures and techniques pertinent to the job assignment. General knowledge of the resources, services, organization and functions of various sections and/or branches of the library. General knowledge and familiarity with the scope and content of the section's and/or library collection. General knowledge of searching and/or data entry and retrieval methods used with common data bases such as RLIN, OCLC, GRC, Innovacq and Innopac.

Ability to operate a variety of equipment including photocopiers, microform machines, and audio-visual equipment and to perform routine maintenance and minor repairs. Ability to supervise students and volunteers by making work assignments and organizing the sequence of steps to be carried out.

### **ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)**

Ability to elicit information from patrons who may be unsure of what to ask and to interpret information given by patrons to determine their precise needs. Ability to compare two sources of text and recognize discrepancies, such as between a book and a cataloging printout or between an order record and an invoice or between an order request and the correct bibliographic information.

In addition, all knowledge, skills and abilities required at the lower level of the series.

### **SPECIAL NOTE:**

In order to meet the needs of each agency, the position may require specialized backgrounds or skills in order for the incumbent to perform all of the tasks required of the position. Any specialized background required will be identified prior to the recruitment process within the parameters of the position specification.

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|                              |           |          |              |
|------------------------------|-----------|----------|--------------|
| <b>LIBRARY SUPERVISOR II</b> | <b>31</b> | <b>E</b> | <b>4.116</b> |
| <b>LIBRARY SUPERVISOR I</b>  | <b>29</b> | <b>E</b> | <b>4.117</b> |
| <b>LIBRARY ASSISTANT IV</b>  | <b>27</b> | <b>E</b> | <b>4.122</b> |
| <b>LIBRARY ASSISTANT III</b> | <b>25</b> | <b>E</b> | <b>4.118</b> |
| <b>LIBRARY ASSISTANT II</b>  | <b>23</b> | <b>E</b> | <b>4.119</b> |
| <b>LIBRARY ASSISTANT I</b>   | <b>21</b> | <b>E</b> | <b>4.120</b> |

Page 13 of 14

### **MINIMUM QUALIFICATIONS (cont.)**

#### **LIBRARY ASSISTANT I**

#### **EDUCATION AND EXPERIENCE**

##### **I**

Graduation from high school or the equivalent education and six months of work experience which involved public contact or library work experience; OR

##### **II**

An equivalent combination of education and experience that provides the applicant with the required entry level knowledge, skills, and abilities.

#### **NOTE:**

This class provides for semi-automatic progression to the Library Assistant II level provided: 1) the employee meets the minimum qualifications for the class, 2) has a standard or above performance evaluation, and 3) has the recommendation of the appointing authority.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** (These may be acquired on the job and/or are needed to perform the work assigned.)

General knowledge of the policies, procedures and techniques pertinent to the job assignment. Ability to sort by Library of Congress or other classification systems.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Ability to work with library patrons from a variety of cultural, educational, and socioeconomic backgrounds to direct them or assist them locate the information desired. Ability to communicate in a friendly, helpful and courteous manner with volunteers, donors, co-workers and other library staff, the academic community and the general public. Ability to speak on a one-to-one basis using appropriate vocabulary and grammar to explain policies and procedures, and to give and obtain information. Ability to write grammatically correct routine business correspondence such as brief letters and memos. Ability to establish and maintain cooperative working relationships with co-workers. Ability to add, subtract, multiply and divide sufficient to balance receipts against cash received, convert currency to U.S. equivalents, and compile statistics. Ability to establish and maintain alpha/numeric files. Ability to accurately file or retrieve records. Ability to work with interruptions and various levels of noise and distractions. Ability to organize time and work flow to accomplish established goals. Ability to push book carts weighing approximately 100 lbs.

|                       |    |   |       |
|-----------------------|----|---|-------|
| LIBRARY SUPERVISOR II | 31 | E | 4.116 |
| LIBRARY SUPERVISOR I  | 29 | E | 4.117 |
| LIBRARY ASSISTANT IV  | 27 | E | 4.122 |
| LIBRARY ASSISTANT III | 25 | E | 4.118 |
| LIBRARY ASSISTANT II  | 23 | E | 4.119 |
| LIBRARY ASSISTANT I   | 21 | E | 4.120 |

Page 14 of 14

### MINIMUM QUALIFICATIONS (cont.)

#### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (cont.)

Typing skills and keyboard proficiency sufficient to access on-line catalogs and data bases, enter information into a computer, and type letters and reports.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

|              | <u>4.116</u>          | <u>4.117</u>         | <u>4.122</u>         | <u>4.118</u>         |
|--------------|-----------------------|----------------------|----------------------|----------------------|
| ESTABLISHED: | 1/15/85R<br>5/17/85PC | 7/1/68               | 7/1/91P<br>3/13/90PC | 11/1/67              |
| REVISED:     | 10/17/86              | 3/22/71              |                      | 7/1/68               |
| REVISED:     | 7/1/91P<br>3/13/90PC  | 1/5/73               |                      | 1/5/73               |
| REVISED:     |                       | 5/17/85              |                      | 10/17/86             |
| REVISED:     |                       | 10/17/86             |                      | 7/1/91P<br>3/13/90PC |
| REVISED:     |                       | 7/1/91P<br>3/13/90PC |                      |                      |
|              | <u>4.119</u>          | <u>4.120</u>         |                      |                      |
| ESTABLISHED: | 12/1/65               | 7/1/68               |                      |                      |
| REVISED:     | 7/1/68                | 8/27/76              |                      |                      |
| REVISED:     | 1/5/73                | 10/17/86             |                      |                      |
| REVISED:     | 10/17/86              | 8/19/88-3            |                      |                      |
| REVISED:     | 8/19/88-3             | 7/1/91P<br>3/13/90PC |                      |                      |
| REVISED:     | 7/1/91P<br>3/13/90PC  | 7/1/91P              |                      |                      |
| REVISED:     | 8/23/91-3             | 5/24/91-3            |                      |                      |